



2.1.1 President

Position Profile

The President is the recognizable leader and representative of the Alberta University of the Arts Students' Association (AUArts SA). The President acts as the liaison between the student body and the Executive Committee and works closely with the Executive Director to ensure the Association is working towards accomplishing the goals and objectives as set out in the strategic plan.

Key Areas of Focus

- Governance
- Administration
- Management
- Finance
- Human Resources

Reporting Relationship

The AUArts SA President reports directly to the Student Leadership Council.

Primary Objectives

The President contributes to the organization by fulfilling the following objectives:

1. Leading the Executive Committee by developing a strong and collaborative team culture
2. Ensuring the governance and management of the organization is conducted equitably and effectively
3. Promoting accountability between the Executive Committee and the Student Leadership Council
4. Supporting an organizational culture that emphasizes employee well-being, continuous learning, and high quality performance

Major Areas of Responsibility

1. **Strategic Planning**
 - a. Works with the Executive Committee and Executive Director to prepare documents that support the long term goals of the Association

- b. Ensures that the student voice is heard and represented during the strategic planning and goal setting process
 - c. Provides oversight on the implementation of the strategic plan initiatives
- 2. Executive and Board Development**
- a. Supports the ongoing development of both the Executive Committee and SLC
 - b. Identifies opportunities for improvement and supports the resolution of any apparent issues within the Executive team
 - c. Establishes evaluative measurements that enable the Executive Committee to track the progress of their goals
 - d. Coordinates the hiring process, training, and orientation of the following positions:
 - i. Neutral Chair
 - ii. Executive Director
 - e. Act as chair of Executive Committee meeting
 - f. Act as Chair of the SLC when neutral chair position is vacant
- 3. Financial Management**
- a. Develops and monitors an annual budget in collaboration with the Finance Committee and Executive Director
 - b. Serves as a member of the Finance Committee
 - c. Serves as one of three signing authorities for the Association
- 4. Governance**
- a. Ensures that policies, procedures, and guidelines help align the day-to-day operations of the Association with the goals outlined in the Strategic Plan
 - b. Monitors the Executive Director to ensure that established bylaws, policies and procedures are carried out appropriately in the day-to-day operations
 - c. Act as chair of the Policy Committee
 - d. Facilitates the Annual General Meeting in collaboration with the Executive Director
- 5. Official Representation**
- a. Serves as the official spokesperson for the organization
 - b. Acts as the representative of the Association during the development of any agreements between AUArts SA and other partners
 - c. Represents AUArts SA on a monthly basis in meetings with the AUArts President
 - d. Serves as an AUArts Board of Governors student representative

Assigned Duties

The President is directly responsible for carrying out the following tasks:

- 1. Strategic Planning**
- a. Works with the Executive Committee and Executive Director to prepare documents that support the long term goals of the Association
 - i. Ensures that term reports are submitted by the Executive Committee
 - ii. Completes required materials and ensures content is communicated
 - b. Ensures that the student voice is heard and represented during the strategic planning and goal setting process
 - i. Reviews methods by which student feedback is captured to ensure effectiveness

- c. Provides oversight on the implementation of the strategic plan initiatives
 - i. Review strategic progress on a regular basis with the Executive Director
 - ii. Ensures the SLC is updated on strategic progress

2. Executive and Board Development

- e. Supports the ongoing development of both the Executive Committee and SLC
 - i. Develops the annual executive transition retreat in collaboration with the Executive Director
 - ii. Facilitates the annual SLC orientation in collaboration with the Executive Director
 - iii. Facilitates goal setting initiatives to support the positional, professional, and personal growth of the Executive Committee
 - iv. Supports the development and implementation of initiatives put forth by the Executive Committee
 - v. Researches potential professional development opportunities that would support the growth and development of the SLC and Executive Committee
 - vi. Identifies opportunities for improvement and supports the resolution of any apparent issues within the Executive team
- f. Establishes evaluative measurements that enable the Executive Committee to track the progress of their goals
 - i. Works with the Executive Committee to develop individual and group workflow plans to support effective time management
 - ii. Facilitates the mid-year and annual review of the Executive Committee with support from the Executive Director
 - iii. Facilitates the mid-year and annual review of the Executive Director
- g. Coordinates the hiring process, training, and orientation of the following positions:
 - i. Neutral Chair
 - ii. Executive Director
- h. Act as chair of Executive Committee meeting
 - i. Develop and distribute meeting agendas
 - ii. Scheduling meetings and booking any required spaces
 - iii. Communicating deadlines
 - iv. Collecting and compiling minutes and reports
- i. Act as Chair of the SLC when neutral chair position is vacant
 - i. Develop and distribute meeting agendas
 - ii. Scheduling meetings and booking any required spaces
 - iii. Communicating deadlines
 - iv. Collecting and compiling minutes and reports

6. Financial Management

- a. Develops and monitors an annual budget in collaboration with the Finance Committee and Executive Director
 - i. Reviews financial statements with the Executive Director on a monthly basis
 - ii. Ensures the annual budget process is carried out as per the budget development schedule
 - iii. Ensures required financial reports are prepared and submitted to the required bodies
- b. Serves as a member of the Finance Committee
 - i. Reviews and prepares materials as required

- c. Serves as one of three signing authorities for the Association
 - i. Signs cheques as required
 - ii. Signs required financial documents such as master client agreements, and audited statements

7. Governance

- a. Ensures that policies, procedures, and guidelines help align the day-to-day operations of the Association with the goals outlined in the Strategic Plan
 - i. Review operational progress on a regular basis with the Executive Director
 - ii. Ensures any operational issues and concerns are brought forward to the Executive Director
- b. Act as chair of the Policy Committee
 - i. Develop and distribute meeting agendas
 - ii. Scheduling meetings and booking any required spaces
 - iii. Communicating deadlines
 - iv. Collecting and compiling minutes and reports
- c. Facilitates the Annual General Meeting in collaboration with the Executive Director
 - i. Ensure presentation materials are updated and accurate
 - ii. Develop and distribute the meeting agenda and ensures required motions are included

8. Official Representation

- a. Serves as the official spokesperson for the organization
 - i. Speaks on behalf of the Association to represent the views and response of AUArts SA to various media outlets in any official capacity
 - ii. Drafts official statements for the Association as required
- b. Acts as the representative of the Association during the development of any agreements between AUArts SA and other partners
 - i. Reviews all agreements and contracts to ensure alignment with strategic goals and initiatives
 - ii. Communicates timely feedback on any required amendments
- c. Represents AUArts SA on a monthly basis in meetings with the AUArts President
 - i. Prepares notes and questions to discuss with the President
 - ii. Ensures appropriate initiatives and inquiries from staff and other executive members are brought forward for discussion
- d. Serves as an AUArts Board of Governors student representative
 - i. Attends all meetings of the Board, including the annual Board retreat
 - ii. Prepares AUArts SA board report and ensures all relevant content is submitted
 - iii. Reviews Board packages and prepares any required notes and questions
 - iv. Ensures the SLC is aware of any relevant issues presented to the Board